

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST IV -
Assistant Selections Administrator-Clearances

SALARY GROUP: B20

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Paula Gilbert DATE: 11/08/2013

POSITION #: 004426

I. JOB SUMMARY

Performs highly complex human resources management work. Work involves coordinating and administering a human resources management program; ensuring compliance with state and federal laws and regulations; and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates and administers human resources activities in the Clearances program; assists in planning, developing, revising, and implementing applicant clearance process policies and procedures; participates in the analysis of program operations and makes recommendations for improvement; and ensures compliance with agency policies and procedures and state and federal laws and regulations.
- B. Confers with supervisors and administrators regarding informational and placement problems; assists in developing and operating a system of communication for disseminating human resources information to current and prospective employees; and prepares reports on the effectiveness of program activities.
- C. Reviews and prepares training programs and materials; evaluates the specific training needs of agency human resources representatives, human resources management, and program staff; and coordinates with other departments to provide training in specific program areas.
- D. Prepares and oversees the preparation of clearance correspondence, technical and status reports, and documentation pertaining to applicant clearance process; completes human resources-related surveys and questionnaires; and communicates and disseminates human resources policies and procedures.
- E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- F. Trains and supervises the work of others; counsels staff on issues and explains rules, regulations, and policies relative to agency requirements and program area processes; and provides technical assistance to others regarding human resources and program policies, procedures, rules, and regulations, and actions.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Public Administration, a Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning technical program support, human resources, or program administration experience.
3. Two year full-time, wage-earning human resources experience.
4. Computer operations experience preferred.
5. Experience in the supervision of employees preferred.

Must have or be able to obtain a certification of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain system access eligibility for continued employment in position.
For details see: <http://www.tdcj.state.tx.us/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles and practices of human resources management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.

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7. Skill in administrative problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to train and supervise employees.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.